

# **CHISAGO COUNTY ELECTED OFFICIAL OUT-OF-STATE TRAVEL POLICY**

## **I. POLICY STATEMENT**

The County of Chisago recognizes that its elected officials may at times receive value from traveling out-of-state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the County.

## **II. POLICY GUIDELINES**

- A. The event, workshop, conference or assignment must be approved in advance by the County Board at an open meeting and must include an estimate of the cost of the travel. In evaluating the out-of-state travel request, the Board will consider the following:
1. Whether the elected official will be receiving training on issues relevant to the county or to his or her role as the County Commissioner, County Attorney, County Auditor, County Sheriff or County Treasurer.
  2. Whether the elected official will be meeting and networking with other elected officials from around the country to exchange ideas on topics of relevance to the County or on the official roles of county elected officials.
  3. Whether the elected official will be viewing a facility or function that is similar in nature to one that is currently operating at, or under consideration by the County where the purpose for the trip is to study the facility or function to bring back ideas for the consideration of the full board.
  4. Whether the elected official has been specifically assigned by the County Board to testify on behalf of the county at the United States Congress or to otherwise meet with federal officials on behalf of the county.
  5. Whether the county has sufficient funding available in the budget to pay the cost of the trip.
- B. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.

**POLICY NBR: 2006-1**  
**Adopted: May 17, 2006**  
**Revised: January 6, 2009**  
**Revised: March 18, 2009**  
**Revised: April 15, 2009**  
**Revised: April 22, 2009**

- C. The county may make payments in advance for airfare, lodging and registration if specifically approved by the County Board. Otherwise all payments will be made as reimbursements to the elected official.
- D. The County will reimburse for transportation, lodging, meals, registration, and incidental costs. The maximum reimbursable lodging expense per night per elected official shall not exceed \$50.00.
- E. Airfare will be reimbursed at the coach rate.
- F. Mileage will be reimbursed at the county approved rate. If two or more elected officials travel together by car, only the driver will receive reimbursement. The county will reimburse for the cost of renting an automobile if necessary to conduct county business.
- G. Lodging and meals costs are limited to those which are reasonable and necessary consistent with D above.
- H. Receipts are required for lodging, airfare, and meals and should accompany an expense report form. The expense report form shall be submitted to the County Auditor's office for payment.
- I. The county will not reimburse for alcoholic beverages, personal telephone calls, costs associated with the attendance of a family member, rental of luxury vehicles, and meal expenses included in the cost of registration, pay per view entertainment or recreational expenses such as golf or tennis.
- J. The County Board has the ability to make exceptions to the policy on a case by case basis.